

Chapter Four

Food Procurement, Storage and Distribution

Overview

Introduction

This chapter outlines the procedures that contracted agencies must follow in the purchase, receipt, storage and distribution of commodities for the Arizona Senior Food Program. This chapter also includes reporting requirements.

Section	Title	Page
A	Commodity Purchase	2
B	Commodity Receiving	3
C	Commodity Storage	4
D	Inventory	5
E	Distribution	6
F	Reports	7
Appendix A	Monthly Food Box Allocation per Participant	8

Chapter Four

Food Procurement, Storage and Distribution

Section A

Commodity Purchase

Purchase of Commodities Each contracted agency will purchase commodities in accordance with Appendix A (Arizona Senior Food Program Monthly Food Box Allocation). The amount of commodities purchased will be sufficient to provide a monthly food box with the prescribe commodities on a monthly basis. The quantities purchased will be based on:

- Assigned caseload
- Current program participation
- Available storage space
- Participant preferences

Continued on next page

Chapter Four

Food Procurement, Storage and Distribution

Section B

Commodity Receiving

- Commodity Receiving** The Arizona Senior Food Program contractor which receives purchased commodities will accomplish the following tasks upon receipt of a commodity shipment:
- Log the receipt of all incoming shipments and report any shortages.
 - Inspect all commodities as they are unloaded.
 - Refuse receipt of any items damaged and/or not fit for human consumption.
 - Maintain on file all commodity receipts
 - Notify the Program Support Manager, Bureau of USDA Nutrition Programs, Arizona Department of Health Services of any damaged or unfit commodities received.

Continued on next page

Chapter Four

Food Procurement, Storage and Distribution

Section C

Commodity Storage

Policy All commodities purchased for use in the Arizona Senior Food Program will be stored in a secure facility in such a manner as to ensure the integrity and accountability of the items.

Guidelines The contracted agency shall:

- Warehouse Arizona Senior Food Program commodities separate from all other commodities.
- Store commodities to maintain its safety and integrity according to USDA standards.
- Use a secure facility approved in accordance with USDA warehousing standards.
- Distribute foods in the order that they were received (first in, first out), unless otherwise directed by the State agency.
- Conduct an annual physical inventory in cooperation with State agency staff.
- Maintain an adequate level of insurance for the facility and contents.

Continued on next page

Chapter Four

Food Procurement, Storage and Distribution

Section D

Inventory

Inventory Reporting

Monthly, the contracted agency will conduct a physical inventory of all Arizona Senior Food Program commodities. The results of the monthly inventory will be reported to the State agency within 15 days of the end of the report month. The inventory report will include the following information:

- The beginning inventory for the month (must match the ending inventory from previous month)
- All commodities received during the report month.
- All commodities distributed for the report month.
- All food losses occurring within the report month.
- Total activity (distributions plus losses) for the report month
- Any positive or negative adjustments necessary to match the monthly physical inventory amounts.
- Ending inventory for the each commodity for the report month.

Continued on next page

Chapter Four

Food Procurement, Storage and Distribution

Section E

Distribution

Commodity Distribution Sites The contracted agency will establish Arizona Senior Food Program distribution sites within their assigned service area. These sites should be located in areas with large potentially eligible senior populations. In addition, distribution sites must be easily accessible to program participants.

Distribution Site Procedures The contracted agency will establish procedures for the operation of each distribution site. These procedures will include at a minimum:

- Location of the distribution site
- Date(s) and hours of operation
- Site Supervisor
- Geographic service area of the site

In addition, each site will maintain a current master list of program participants receiving monthly food boxes at that site.

One Arizona Senior Food Program box will be distributed to each program participant monthly.

Each participant or their designated proxy receiving a food box will sign the site master list acknowledging receipt of the box.

The distribution site supervisor will forward the original signed master list to contracted agency supervisor by the last working day of each month.

Continued on next page

Chapter Four

Food Procurement, Storage and Distribution

Section F

Reports

Required Reports The following reports will be submitted by the contracted agency:

- Monthly inventory of on-hand commodities
 - Monthly report of food box distribution by distribution site.
 - Monthly report of distribution sites (active vs. inactive)
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APPENDIX A
Arizona Senior Food Program
Monthly Food Box Allocation per Participant

Product	Size	Units
Cereal, Dry Ready to Eat	18 oz pkg	2
Or		
Farina	14 oz pkg	2
Or		
Rolled Oats	3 lb pkg	1
Juice	46 oz can	3
Meat/Poultry	29 oz can	1
Or		
Beef Stew	24 oz can	1
Or		
Tuna Fish	12.5 oz can	2
Or		
Salmon	14.75 oz can	2
Milk, Instant Nonfat Dry	25.6 oz can	1
And		
Milk, Evaporated	12 oz can	3
Peanut Butter	18 oz pkg	1
Or		
Peas/Beans, Dry	2 lb pkg	1
Macaroni	1lb pkg	2
Or		
Spaghetti	2 lb pkg	1
Or		
Rice	2 lb pkg	1
Processed American Cheese	2 lb pkg	1
Canned Fruits	15 to 16 oz can	2
Canned Vegetables	15 to 16 oz can	4